

MEETING NOTICE

TO: Budget, Finance & Investment Committee

FROM: Joyce Ealy, Chairman

TIME: Thursday, April 5, 2012 – 5:30 P.M.

PLACE: Courthouse, Room 205

AGENDA

1. Approve Minutes
2. Investment Report
3. Fund Condition Report
4. Risk Management:
 - A. Risk Management Financial Report
 - B. Recommendation Implementing New Dental Option Effective 2013
 - C. Recommendation Implementing Co-Pay Medical Option Effective 2013
 - D. Recommendation Authorizing 2013 Medical and Dental Premium Rates
5. General Fund Budget Amendments:
 - A. Archives
 - B. General Sessions Court (2)
 - C. Chancery Court (2)
 - D. Emergency Management
 - E. Gasoline & Diesel Fuel Amendments (Various Departments)
 - F. Sheriff's Department/Jail (11)
6. Drug Control Fund Budget Amendment
7. Recommendation Regarding Pay Grade Changes for Employees at the Sheriff's Department
8. General Purpose School Fund Budget Amendments
9. Financial Services Agreement with Skylight Financial for Pay Cards
10. Resolution to Request Unclaimed Balance of Accounts Remitted to State Treasurer Under Unclaimed Property Act
11. Proposal to Amend Fund Balance Policy
12. Other Business

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To also include items that may be forwarded by Public Works Committee or any other committee after agenda is mailed.

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cc: Commissioners
Ernest Burgess
Jim Cope
Teb Batey
News Media

In Accordance with ADA (AMERICANS WITH DISABILITIES ACT), any disabled persons requiring accommodations for participation in the meeting should contact the Finance Department (898-7795) at least two working days prior to the meeting in order that appropriate accommodations can be made.

EXPLANATION OF AGENDA ITEMS

1. The minutes of the March 8, 2012 Budget Committee meeting will be presented for approval.
2. Mr. Teb Batey, Trustee, will present the monthly Investment Report.
3. The Finance Director will present the Fund Condition Report for the month ending March 31, 2012.
4. Risk Management:
 - A. Risk Management Director will be presenting the monthly Risk Management Financial Report.
 - B. The Risk Management Director will be presenting a recommendation from the Insurance Committee implementing a new Dental Option including a buy-up dental plan.
 - C. The Risk Management Director will be presenting a recommendation from the Insurance Committee to implement a co-pay medical option in place of Option 1.
 - D. The Risk Management Director will be presenting a recommendation from the Insurance Committee authorizing dental and medical rates for 2013. It is being proposed to increase the dental premium by 2%, with the buy-up dental plan to be 10% above current 2012 rate. The Insurance Committee recommended that the county funding level for the medical insurance be set at 88% on all options with the exception of the employee only coverage with the county's funding level to remain at 90%. The Insurance Committee also recommended that payroll deductions for all departments and agencies be made twice a month, where possible. Medical premiums include a 20% increase for active employees for all options, except for Option 3, which is being proposed at a 15% reduction; 20% increase for Option 1 Under 65 retirees, 20% increase for Option 2 Under 65 retirees, and 10% increase for Over 65 retirees.

5. **General Fund Budget Amendments:**

- A. The Archives Director will be requesting approval of the following budget transfer to provide funding to hire a seasonal part-time person three weeks earlier to help staff the Archives Department as both graduate students will be leaving at the beginning of May to begin their professional careers:

From: 101-51910-499 – Other Supplies/Materials -	\$1,295
To: 101-51910-169 – Part-Time Personnel -	\$1,200
101-51910-201 – Social Security -	75
101-51910-212 – Employer Medicare -	20

- B. The General Sessions Court will be requesting approval of the following budget transfer to provide adequate funding for the Travel Account to complete the Fiscal Year:

From: 101-53300-432 – Library Books -	\$1,000
To: 101-53300-355 – Travel -	\$1,000

The Information Technology Director will be requesting approval of the following budget amendment to provide funding for surveillance cameras for General Sessions Court utilizing available funds from the Restricted for Administration of Justice, Court Security Account:

From: 101-34520 - - CTSEC – Restricted for Administration of Justice/Court Security -	\$3,410
To: 101-53300-317 – Data Processing Services -	\$1,000
101-53300-709 – Data Processing Equipment -	2,410

- C. The Chancery Court Clerk & Master will be requesting approval of the following budget amendments and transfers to provide additional funding for the Legal Notices Account. The amount paid for legal notices is eventually reimbursed

Explanation of Agenda Items (cont'd)

when properties are sold in a tax sale or when citizens pay their delinquent taxes. Generally, the revenue is received prior to June 30. However, the Chancery Court clerk is not assured that all revenues will be received before the books are closed as of June 30, 2012. The sales will not take place until June:

From: 101-39000 – Unassigned Fund Balance -	\$24,950
To: 101-53400-332 – Legal Notices	\$24,950

Secondly, the Chancery Court Clerk & Master will be requesting to transfer \$2,000 from Part-Time Personnel and \$3,300 from Data Processing Services for a total of \$5,300 to Data Processing Equipment to purchase a new scanning system:

From: 101-53400-169 – Part-Time Personnel -	\$ 2,000
101-53400-317 – Data Processing Services -	3,300
To: 101-53400-709 – Data Processing Equipment -	\$ 5,300

- D. The Emergency Management Department has been notified that the 2011 Homeland Security Grant has been awarded. Approval of an amendment will be requested to budget the revenue to be received and the related expenditures:

Increase Revenue:	101-47235 – Homeland Security -	\$305,454
Increase Expend.:	101-54430-790 – Other Equipment -	\$305,454

- E. The Finance Director will be requesting approval of the following budget amendments to provide additional funding for gasoline and diesel fuel to complete the fiscal year for several departments utilizing the Miscellaneous Gasoline pooled account. The Property Assessor has available funds in the Gasoline Account to transfer to the Reappraisal Gasoline Account:

From: 101-58900-425 – Miscellaneous/Gasoline -	\$23,900
To: 101-51720-425 – Planning/Gasoline -	\$ 500
101-51800-425 – County Buildings/Gasoline -	5,500
101-52600-425 – OIT/Gasoline -	700
101-54240-425 – Juvenile Detention/Gasoline -	200
101-54320-412 – Fire & Rescue/Diesel Fuel -	6,000
101-54320-425 – Fire & Rescue/Gasoline -	2,000
101-54510-425 – Building Codes/Gasoline -	4,000
101-55120-425 – PAWS/Gasoline -	5,000
From: 101-52300-425 – Property Assessor/Gasoline -	\$ 6,500
To: 101-52310-425 – Reappraisal/Gasoline -	\$ 6,500

- F. The Sheriff's Department will be requesting approval of the following budget amendments and transfers to recognize revenue from donations to be used for Other Contracted Services and Other Supplies and Materials; to recognize revenue from the Sale of Materials to be used for Other Contracted Services, Sheriff's Department Office Supplies, and Detention Office Supplies; to recognize revenue received from Other Government Agencies to be placed into In-Service Training:

Increase Revenue:	101-44570 – Contributions/Gifts -	\$ 5,097
Increase Expend.:	101-54110-399 – Other Contracted Svc. -	\$4,392
	101-54110-499 – Other Supplies/Mat. -	705
Increase Revenue:	101-44130 – Sale of Supplies/Materials -	\$3,331

Explanation of Agenda Items (cont'd)

Increase Expend.:	101-54110-399 – Other Contracted Svc. -	\$1,705
	101-54110-435 – Sheriff/Office Supplies –	1,407
	101-54210-435 – Jail/Office Supplies -	219
Increase Revenue:	101-48130 – Contributions -	\$2,125
Increase Expend.:	101-54110-196 – Sheriff/In-Service Train. -	\$2,125

The Sheriff's Department will be requesting approval of the following budget amendments to recognize revenue from the sale of recycled materials to be placed into Maintenance & Repair of the Building, Law Enforcement Equipment, and Food Preparation Supplies; to transfer from the Sheriff's Department Overtime and related benefits to the Sex Offender Registry Overtime and benefits:

Increase Revenue:	101-44145 – Sale of Recycled Materials -	\$5,549
Increase Expend.:	101-54210-335 – Jail/Maint/Repair Bldg. -	\$2,390
	101-54110-716 – Law Enforcement Equip. -	3,037
	101-54210-421 – Food Preparation Supp. -	122
From:	101-54110-187 – Sheriff/Overtime Pay -	\$2,500
	101-54110-201 – Sheriff/Social Security -	155
	101-54110-212 – Sheriff/Medicare -	36
	101-54110-204 – Sheriff/Retirement -	316
To:	101-54160-187 – SOR/Overtime Pay -	\$2,500
	101-54160-201 – SOR/Social Security -	155
	101-54160-212 – SOR/Medicare -	36
	101-54160-204 – SOR/Retirement -	316

The Sheriff's Department will be requesting approval of the following budget amendments to provide additional funding for gasoline, inmate food utilizing funds from the Unassigned Fund Balance; requesting transfers with the Sheriff's Department and Detention budgets to provide funding for Communications; requesting to transfer \$10,000 within the Detention budget for prisoner transportation; and requesting to transfer \$20,000 within the Sheriff's Department budget for vehicle parts:

From:	101-39000 – Unassigned Fund Balance -	\$350,000
To:	101-54110-425 – Gasoline -	\$150,000
	101-54210-422 – Jail/Food Supplies -	200,000
From:	101-54110-196 – Sheriff/In-Service Train. -	\$ 5,000
	101-54110-317 – Sheriff/DP Services -	20,000
	101-54210-399 – Jail/Other Contracted Svc. -	5,000
	101-54110-336 – Sheriff/Maint/Repair Equip -	10,000
	101-54210-334 – Jail/Maintenance Agreements -	2,000
	101-54210-210 – Jail/Unemployment -	2,000
	101-54110-320 – Sheriff/Dues & Memberships -	1,000
	101-54110-334 – Sheriff/Maintenance Agreements -	2,000
	101-54110-437 – Sheriff/Periodicals -	2,000
	101-54110-399 – Sheriff/Other Contracted Svc. -	1,000
	101-54110-194 – Jury Expense -	5,000
To:	101-54110-307 – Sheriff/Communications -	\$ 55,000
From:	101-54210-399 – Jail/Other Contracted Services -	\$ 10,000
To:	101-54210-354 – Jail/Transportation Other Than Students -	\$ 10,000

Explanation of Agenda Items (cont'd)

From: 101-54110-338 – Maint./Repair Vehicles - \$ 20,000
To: 101-54110-453 – Vehicle Parts - \$ 20,000

The Sheriff's Department will be requesting approval of a budget transfer within the Jail budget for Maintenance & Repair of the building:

From: 101-54210-717 – Maintenance Equipment - \$ 10,000
To: 101-54210-335 – Maint./Repair Building - \$ 10,000

6. **Drug Control Fund Budget Amendments:**

The Sheriff's Department will be requesting approval of the following budget transfer for the Drug Control Fund to provide additional funding for In-Service Training for several investigative schools in May and June:

From: 122-54150-718 – Motor Vehicles - \$6,000
To: 122-54150-196 – In-Service Training - \$6,000

7. The Public Safety Committee has forwarded a recommendation to the Budget Committee to change Position #1445, TAC Communications Officer, from Pay Grade 4 to a Pay Grade 7, step 1, which would cost approximately \$23,000 more for the rest of this fiscal year.

The Public Safety Committee has also recommended to increase Position #2000, Inventory & Warehouse Control from Corporal, Pay Grade 6 at \$29,850, to Sergeant, Pay Grade 7 at \$39,060 and to increase Position #1427, Civil Warrants Officer from Corporal, Pay Grade 6 at \$47,760 to Sergeant, Pay Grade 7 at \$51,680 with both to be effective in the current budget.

8. **General Purpose School Fund Budget Amendments:**

The Board of Education will be requesting approval of budget amendments to reallocate \$46,960 in already budgeted classified staff pay and \$4,194 in related benefits. No new positions or funding is being added.

The Board of Education will also be requesting approval of budget amendments to reallocate \$174,710 in already budgeted certified staff pay and \$9,231 in related benefits. No new positions or funding is being added. The amendment will include funding to cover Mr. Gill's vacation payout and the overlapping two weeks with the new Director. The other changes are all related to the actual staff now in place.

9. The Finance Director will be requesting approval of a Financial Services Agreement with Skylight Financial, Inc. for pay cards for county employees' payroll deposits.
10. The Finance Director will be requesting approval of a Resolution requesting that the unclaimed balance of accounts remitted to the State Treasurer under the Unclaimed Property Act be returned to Rutherford County.
11. The Finance Director will be requesting an amendment to the Fund Balance Policy to consider unliquidated encumbrances at year end as commitments of fund balance.
12. Other Business